

Missouri Department of Higher Education and Workforce Development  
**Missouri Office of Workforce Development**

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## **ISSUE BRIEF**

**TO:** Governor Parson

**FROM:** [Director], [Subject Matter Expert (Name, Title)]

**CC:** Aaron Willard, [Other Governor's Office staff, topic dependent]

**DATE:** [Date]

**SUBJECT:** "Headline" to summarize the issue or topic

### **I. ISSUE**

Provide a clear and concise explanation of the issue at hand

### **II. RELEVANCE**

Explain why the topic is important to address now (e.g., upcoming decision point, new problem expected attention from the public)

### **III. NEXT STEPS**

Clearly call out any next steps that need to be taken, timelines and who is responsible

### **IV. SUPPLEMENTAL MATERIALS**

Attach any supporting evidence or research. Call out attachments on the page:

- Attachment 1
- Attachment 2
- Attachment 3

### **V. CONTACT INFORMATION**

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